

**Laboratory Certification Standards Review Council  
Draft Meeting Minutes From 08/20/2003**

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**Attendance**

Council Members: Paul Junio (Chair), George Bowman (Vice Chair), Marcia Kuehl (Secretary), Kurt Knuth, Katie Edgington, and Jim Kinscher

DNR Staff: Greg Pils and David Webb

Others in Attendance: Paul Harris and R.T. Krueger

**Summary and Action Items**

At this meeting the Certification Standards Review Council:

- Approved the minutes from their May 14, 2003 conference call
- Introduced Kurt Knuth as Debra Cawley's successor
- Acknowledged the reappointment of George Bowman and Marcia Kuehl to second terms
- Reviewed the Laboratory Certification Program's audit, report, and closure totals for FY 2003
- Discussed the Program's role in providing and funding training seminars
- Discussed the progress of the NR 149 revision
- Tentatively scheduled the Council's next meeting for Wednesday, November 12, 2003

**Agenda Items**

**I. Check in/Agenda Repair**

- A. Council members, DNR staff and Guests were introduced. Paul Harris and R.T. Krueger asked to be added to the Department's Council Interested Parties e-mail distribution list. The Council made no amendments to the agenda.

**II. Approval of Previous Meeting's Minutes**

- A. The minutes from the Council's May 14, 2003 conference were approved unanimously without amendments.

**III. Introduction of Kurt Knuth and Reappointment of George Bowman and Marcia Kuehl**

- A. Department of Administration Secretary Marc Marotta appointed Mr. Knuth to the Council on June 16, 2003. Mr. Knuth's term began July 1, 2003 and extends through July 1, 2006. He succeeds Debra Cawley as the Council's representative for municipalities with average flows greater than 5 mgd. Mr. Knuth is the Madison Metropolitan Sewerage District Laboratory Manager.
- B. Secretary Marotta also reappointed Marcia Kuehl as representative with a demonstrated interest in laboratory certification. University of Wisconsin – Madison Chancellor John Wiley reappointed George Bowman to serve as the Wisconsin State Laboratory of Hygiene's representative. Ms. Kuehl and Mr. Bowman's terms run from July 1, 2003 through July 1, 2006.

**IV. Audit Status – Quarterly Update**

- A. Greg Pils provided the council with a summary of the Laboratory Certification Program's audits' reports, and audit closures for Fiscal Year 2003. The FY 2003 totals appear in the table on the following page:

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	Audits	Reports	Closures
<b>Central Office</b>			
1st Quarter	8	10	24
2nd Quarter	13	15	13
3rd Quarter	10	4	9
4th Quarter	2	3	9
<b>Total FY 2003</b>	<b>33</b>	<b>32</b>	<b>55</b>
<b>Regional</b>			
1st Quarter	22	22	20
2nd Quarter	22	25	24
3rd Quarter	29	25	21
4th Quarter	13	12	15
<b>Total FY 2003</b>	<b>86</b>	<b>84</b>	<b>80</b>

- B. Greg explained that Central Office fell short of meeting its goals because the program was temporarily understaffed.
- C. George Bowman inquired about the rate at which reports are issued and the time elapsed between completion of audits and release of reports. David Webb responded that performance in both regards has been fair, but is expected to improve in FY 2004.
- D. Jim Kinscher asked what the programs goals are for its regional component. Greg explained that the Program's Central Office component sets annual goals of 44 each audits, reports, and closures. The Regional component is somewhat different in that the goal is for regional auditors to inspect each facility in their assigned counties every three years. Consequently, the exact numbers for each regional auditor will vary slightly from year to year. David added that the program's division of labor is evolving in such a way that the separation between the Central Office and Regional components will likely become less discernible in future years as audit responsibilities begin to overlap due to staffing changes.

**V. Training**

- A. George Bowman suggested that the Program could work with the State Laboratory of Hygiene and WELA to develop ideas for future training sessions, but that funding could be a concern.
- B. Paul Junio commented that time investment and funding would likely be the most significant factors that would affect the Program's future training initiatives. He added that he thought the fee charged for the March 2003 ICP training was reasonable, and asked if the program should consider charging extra fees for training. Paul Harris echoed these thoughts, agreeing that consideration would have to be given to the role and time commitment that auditors would have in training. Greg Pils stated that since the Laboratory Certification Program Staff essentially now consists of nothing but auditors, auditors would have to take a role if the program were to be involved in any future training sessions. He also stated that auditors would have to have some level of involvement in any DNR or WSLH sponsored laboratory training, as they are the ones responsible for assessing laboratory compliance with rule and method requirements.
- C. R.T. Krueger suggested that some thought be given to a future training seminar on detection limit and reporting limit determinations. This led to a discussion about the utility of the MDL and alternative means of establishing LODs.

**VII. NR 149 Revision**

- A. David Webb stated that the pace of the revision is progressing more slowly than planned, and that discussions will be held to consider options for progressing toward completion.

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- B. George Bowman suggested that the RAC focus less on concepts and more on the actual fundamental elements of the rule, and expressed concern that the slow pace may be taken as a sign of a lack of support, which could doom the revision effort. George also expressed concern that small wastewater laboratories may not support the revision effort.
- C. George asked if the RAC members could be provided with preparation materials in MS Word format so they can add their own notes, etc., prior to meetings. Marcia Kuehl asked if RAC members could be given the text of the draft rule prior to the meetings.
- D. Katie Edginton and Jim Kinscher both requested background summaries of the RAC's progress prior to their July 1, 2002 appointments.

**VIII. Other Business/Council Member Items**

- A. Paul Harris informed attendees that, during a recent audit of his laboratory, the State of Iowa elected to not review certain test procedures and instead defer to the State of Wisconsin. He asked if we could do the same in Wisconsin labs that are audited by Iowa. Greg Pils responded that we can not because we do not have a reciprocal certification agreement with the State of Iowa. Paul recommended the Department to consider seeking such an agreement once the NR 149 revision is complete.
- B. George Bowman added that Iowa hosts a spring conference every year for all Iowa-certified laboratories at which the state conducts seminars and roundtable discussions on all aspects of environmental laboratory analysis. George suggested the Wisconsin program consider hosting such a seminar.
- C. Paul Junio pointed out that the Internet address listed for ASI on the program's web site is incorrect. The correct address is [www.ASIPT.com](http://www.ASIPT.com). Greg will check the link and correct the problem. Paul also asked if it would be possible to provide a link to the WELA web site from the Laboratory Certification Program web site, and asked that Greg e-mail the online DNR personnel directory to all council members.
- D. Katie Edginton asked if DMRQA samples can be used to satisfy the annual certification/registration renewal requirements in NR 149. Greg responded that they can be as long as the department receives them by September 1, as required by rule. Katie inquired why the deadline was set at September 1, and Greg replied that September 1 is the beginning of the certification period. Greg further explained that the certification year used to coincide with the fiscal year, but it became difficult to collect renewal fees and issue certificates within this time frame. Consequently, the start of the certification year was moved back two months to provide more time for labs to respond to their renewal fee invoices. Katie and George Bowman recommended the program to include the DMRQA information on the Laboratory Certification Program web site as well as future issues of "Lab Notes".
- E. Greg Pils informed the Council that the Program has approved a variance request submitted by the State Laboratory of Hygiene. The Laboratory requested a variance from the requirements of s. NR 149.14(3)(g), which requires laboratories to calculate control limits using a method from an authoritative source. The Laboratory wished to use a method known as the "Biweight Approach" for calculating such limits that, although published elsewhere, does not appear in any approved authoritative source. This approach calculates limits in essentially the same manner as traditional methods, but uses a weighting function to account for the influence of potential outliers instead of excluding identifiers from the calculation altogether.
- F. David provided Council members with a summary of recent personnel changes within the program. Funding cuts have left the Bureau of Integrated Science Services unable to continue to provide Quality Assurance services for the rest of the agency. Consequently, the Quality Assurance Coordinator position has been cut, and Donalea Dinsmore will likely be reassigned laboratory auditing responsibilities. R. T. Krueger asked what department functions and programs will be affected by the loss of the Quality Assurance function, and David replied that the Drinking Water Program, low-level mercury recognition, quality assurance plan review, and the NR 148 effort would be among those functions most immediately affected. David added that Phillip Spranger also recently left the Laboratory Certification Program for a position in the Bureau of Air Management, and Rick Mealy will be assuming many of these responsibilities. The Bureau will continue to administer the Operator Certification Program, and reassured the Council that, although Laboratory Certification Program staff may have to address these responsibilities in the interim, no elements of this program will be funded with Lab Certification revenue. Dave concluded by stating that he is considering conducting a review of the program, and would seek the Council's input when the time comes.

**IX. Future Meeting Dates**

- A. The next Council meeting was tentatively scheduled for Wednesday, November 12, site TBA.